

EXECUTIVE OFFICER REPORT

Report Information

Officer Role:	Vice President Postgraduate Research
Officer Name:	Ahmed Basil
Date of Meeting:	15/10/2020
Date of Previous Student Council:	---

Reporting

Summary

- Our Sabbatical officer training started at the beginning of July, SU staff conducted training in relation to awareness of Mental Health, Academic Support for students, Marketing, Trustees training, SU Democracy.
- I proposed the “Bias and its Types” Campaign to the other sabbatical officers and we started planning the campaign to raise awareness about bias, its definition, perspective, impact and how to raise awareness to its concept.
- During September a couple of ideas were raised by the sabbatical officers and I to the SU staff and we shared our manifesto points and our plans at the Union Open Forum.
- To support marketing and Freshers Week activity we all created SU videos and photography to advertise on the website and on the University TVs.
- Working with Students and the University to plan and prepare for the PGRs to move into the new office location (4th floor Senate)
- Weekly meeting with PGR PT to discuss PGR Issues
- Supporting the University in delivering PGR induction at The Engine Shed
- Weekly meetings with SU Manager Roger to discuss my plans and get advice from his perspective.
- Weekly meetings with Sabbatical team to discuss our shared projects and manifesto points
- Weekly meeting with SU CEO and Manager to discuss our plans and ask for assistance if and when needed.
- Monthly meeting with our SU marketing coordinator (Zoe), I took part in some individual videos at the Engine Shed and the Town Center.
- Inorder to best understand our positions and discuss our ideas we:
 - We attended all Board of Trustees Business Recovery Group meetings
 - We attend all Exec meeting along with other PTO's
 - Exec and Union Management meetings; planning and decision making
 - Attend all Student Support Forums with university
 - Sabbs continuous meeting with Kate
 - International student drop in sessions
 - Meeting with students and academic services regarding our objectives

Projects

The sabbatical team is currently exploring options for an SU App intended to improve student engagement with Union officers and services. We are forming a business plan and proposal to share at the next Student Council.

Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

Manifesto Point	Progress Since Last Meeting	RAG Rating
Greater and more frequent recognition of PGR participation and awareness with other student bodies	<ol style="list-style-type: none"> 1. Discussed PGR induction new student's week in October and the events and presentations for the entire induction week. 2. Presented PGR nature and what type of students they are to the Student Union. 	In progress
Improve communications between PGR student bodies and the Student Union	<ol style="list-style-type: none"> 1. All sabs to make monthly videos for students to understand how they can benefit themselves from SU services and opportunities. A few videos have already been shared, Link to the video https://youtu.be/zQ-sS3dTepo 2. We are providing monthly drop-in sessions to students; where students can come and have discussion with Sabbatical team regarding their issues or any other help. In September we had drop-in sessions, on 22nd September we had "International Coffee Event" and "BME Students' Coffee Event". On 23rd September I was part of "LGBTQ+ Coffee event" these all took place in engine shed. 3. PGR induction is to be hosted in The Engine Shed and will be supported by me and other PTOs. 4. Sent out an introductory email about myself, the PT and the nature of our work. How we (SU) can help the PGR students. 	In Progress
Work Closely with PGR PT to support the PGR Workspace and its environment. This includes the improvement and the organisation of events regarding the PGR Community	<ol style="list-style-type: none"> 1. Moved from 1st floor office to the new office in the 4th floor of Senate on 28th of September <ol style="list-style-type: none"> a. Held a meeting to understand student concerns about switching campus locations. b. Held a meeting with Becky Bradshaw (Director of Estates) to answer those questions to the PGR community. c. Got new desks and PhD needs from graduate school to the new PGR office. 2. Reprogrammed all PGR access cards with Lee Johnson to have access to the entire 4th floor of the senate building including kitchen and bathroom facilities. 3. Half of the desks in the space where placed with Covid-19 Workstation not in use sign to keep the correct distance between the staff. 	In Progress/

	4. We have Weekly PT and VP meeting, which help us share priorities and break-down the task and issues in order to best support the PGR students.	
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Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

Mandate	Date of Mandate	Progress Since Last Meeting	RAG Rating
	MM/YY		

Other Items

Please highlight any other notable actions since the last Council meeting.

Issue/Action	Progress Since Last Meeting

Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

Gift/Benefit	Value	Reason

Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

Meeting Name	Date	Length of Meeting (Hours)	Update

	DD/MM/YYYY	HH:MM	
Organisation History, Strategy 2018-21 and Strategy 2021-24	01/07/20	09:00 to 12 pm	Training
"Hats", Conflicts and Skills Set Review	03/07/20	13:00 to 16:00	Training
Trustee Board Papers	06/07/20	09:00 to 12:00	Training
Business Recovery Group - University	07/07/20	09:00 to 10:30	Situation update
Understanding Student Council and Reporting	07/07/20	14:00 to 17:00	Training
Introduction Meeting with chair of Student council	08/07/20	14:00 to 15:00	Introduction meeting
Professionalism and Working as a Team	10/07/20	09:00 to 12:00	Training
Pre Exec Training Catch Up - Ahmed and Anthony	13/07/20	10:00 to 11:00	Planning
Business Recovery Group – University	13/07/20	12:30 to 14:00	Situation update
Marketing and Communications Training	14/07/20	09:00 to 12:00	Training
Day 2 Exec Training	15/07/20	9:00 to 12:45	Training
Commercial Services Training	20/07/20	09:00 to 12:00	Training
Student Complaint Chain: Briefing for all new and continuing officers	20/07/20	14:00 to 15:00	NUS Training
Sports and Societies Training	21/07/20	09:00 to 12:00	Training
Advocacy and Advice Training	21/07/20	14:00 to 16:00	Training
Marketing and Communications Training & Day 3 - Exec Training	22/07/20	13:30 to 16:30	Training
Governance and Democracy Training	23/07/20	09:00 to 12:00	Training
Exec Committee	27/07/20	10:00 to 10:30	Discussion about Exec Committee
Exec and CEO planning session	27/07/20	11:00 to 14:00	We discussed our objective with CEO and planned how we will start to deliver them and what support we needed

Trustees Away Day	11/08/20	Whole day	Priorities for the year were discussed and reflections on 19/20 shared Approach to “Big plans” was shared and agreed by CEO
Day 5 - Exec Training	12/08/20	13:00 to 14:00	Training
Sabs meeting	14/08/20	15:30 to 16:30	Discussion about Sabs visibility
Sabs Priorities discussed with union management	21/08/20	10:45 to 11:15	Discussion with management that how they can help us to achieve our objectives
Sabs and Kate chat	25/08/20	11:30 to 12:30	General meeting
University welcome video	25/08/20	11:30 to 12:00	Made video for University welcome week
Ahmed and Anthony (PT) Catch-up meeting	26/08/20	11:00 to 12:00	Catch-up on PGR Workspace
Sabs meeting at platform	27/08/20	10:00 to 12:00	Discussion about SU App business plan
Liberation Forums Council Working Group	02/09/20	11:00 to 12:30	Updates been given by Lucinda
Exec and Union Management	02/09/20	13:00 to 14:00	General updates meeting and support from Management
Marketing Meeting	03/09/20	15:00 to 16:00	Discussion about Sabs visibility and how can we reach out to more students
Sabs and Kate	08/09/20	10:00 to 15:30	General Meeting
Exec and Union Management	08/09/20	13:00 to 14:30	Meeting with SU CEO to discuss helping us with a couple of items.
Ahmed and Anthony (PT) Catch-up meeting	9/09/20	11:00 to 12:00	Catch-up on PGR Workspace
Student Support Forum	10/09/20	10:00 to 12:00	Updates
Overview of Fund proposals from Financial Guidance Team	10/09/20	12:00 to 13:00	We review the fund proposal for the upcoming year and approved it
Freshers Video & Group Photo	10/09/20	13:00 to 16:30	We made Freshers video with Zoe
SU App Business plan for BOT	14/09/20	10:00 to 15:00	Brief discussion about SU App
Union Update and Open Forum	15/09/20	10:00 to 12:00	Updates

International Student Drop-In	16/09/20	09:00 to 10:30	I was there in both Online and face to face drop-in session
Meeting with SAS & SU	16/09/20	10:30 to 11:30	updates
International Coffee Event	22/09/20	09:30 to 12:00	Meeting students and discussing their issues
Allocation Committee	22/09/20	12:30 to 13:00	Approving Societies funding
BME Students' Coffee Event	22/09/20	13:00 to 15:00	Meeting students and discussing their issues
Student Support Forum	24/09/20	10:00 to 12:00	Updates from University
Board Meeting Run Through	24/09/20	14:30 to 15:30	Preparation for board meeting
Thank you and Cheers to the weekend	24/09/20	14:45 to 15:45	Union staff and sabs Thank you meeting
Students' Union Board of Trustees Finance Committee	24/09/20	16:00 to 16:30	Approval of the 20/21 budget recommended to Board of Trustees for approval
Students Union Board of Trustees - Main Board	24/09/20	17:45 to 20:45	Received updates from sub-committee as above. The 20/21 budget was approved Union Operational reporting was discussed, 19/20 Impact report noted Sabs impact report was noted/
Allocation Committee	29/09/20	12:30 to 13:30	Approving Funding of societies
Exec and Union Management	29/09/20	13:00 to 14:00	Support from management
Student Exec Committee Meeting	29/09/20	17:00 to 18:00	Minutes is shared from the meeting
SU App Discussion & SU Web developers & SUMs	01/10/20	13:00 to 14:00	Meeting Rosie regarding SU App
NSUSL Board of Directors Meeting	01/10/20	15:00 to 16:30	Budget was noted and a revised budget is expected in November Options for alternative governance models were discussed and recommended for discussion at Board of Trustees
Business Recovery Group	06/10/20	09:00 to 10:30	General updates

			Approved SU plan for student support in the case of a lockdown Approved societies meeting in groups of larger than 6, in line with guidelines.
Exec and Union Management	06/10/20	13:00 to 14:00	General updates and support from management
Research Student Committee	07/10/20	16:00 to 17:00	RSC Meeting Chaired by Ahmed

Timesheet

Please list your work hours during the reporting period and your main work location for that day.

	Week 1: 01/07/2020						Total Hours: 12
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In			09:00	09:00	09:00		
Out			13:00	13:00	13:00		
Total			4	4	4		
Location			PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 2: 06/07/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 3: 13/07/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 4: 20/07/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 5: 27/07/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun

In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
Week 6: 03/08/2020						Total Hours: 20	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
Week 7: 10/08/2020						Total Hours: 20	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
Week 8: 17/08/2020						Total Hours: 20	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		

Week 9: 24/08/2020						Total Hours: 20	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		

	Week 10: 31/08/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 11: 07/09/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	Annual Leave	09:00	09:00	09:00		
Out	14:00		14:00	14:00	14:00		
Total	5		5	5	5		
Location	PGR Office/Engine Shed		PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 12: 14/09/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 12: 21/09/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
	Week 12: 28/09/2020						Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		

Location	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
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